

CONFIDENTIAL

MEMORANDUM FOR: Director of Security

INFORMATION: Director of Personnel

FROM: William F. Donnelly (C)  
Director of Communications

SUBJECT: Clearance Procedure Change For EOD Students (U)

1. We have a continuing problem regarding clearances of newly hired (EOD) students. All school-bound EOD students must have TS, SI/TK, and crypto clearances prior to enrolling in any Communications School courses. The time required to obtain the above clearances is creating unnecessary delays. Some students are held back from training until all clearances are received. (C)

2. As we understand it, the review procedure required for TS and SI/TK clearances is very similar. Currently, Office of Personnel (OP) requests a TS clearance via Form 377A. The Office of Security (OS) conducts a background investigation, polygraph and National agency checks before notifying OP of the approval. The Office of Communications (OC) then requests SI/TK and crypto clearance via Form 2018A. OS reviews the same Security file before notifying OC of the approval. The same procedure is taking place over a three- to four-week period. Is it possible to review TS, SI/TK and crypto clearances concurrently if both Forms (377A and 2018A) are submitted initially? If not, please advise an alternative to speed up the clearance process. POC is [redacted] [redacted] OC-AMD Security Officer extension [redacted] (C)

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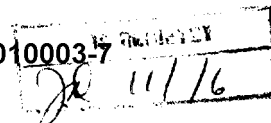
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*W* William F. Donnelly (C)

WARNING NOTICE - INTELLIGENCE  
SOURCES OR METHODS INVOLVED

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Clearance Procedure Change For EOD Students (U)

FROM:

William F. Donnelly (C)  
D/CO

EXTENSION

NO.

OC-0961-84

DATE

5 NOV 84

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1 Director of Security  
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USE PREVIOUS  
EDITIONS

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